



AAUW California State Committees

The work of AAUW California is accomplished through various standing committees, special committees and task forces overseen by the Board of Directors. Any member of AAUW CA in good standing is eligible to serve on a state committee and may submit an application to be considered for appointment. Members are selected and appointed for a one-year term by the Board of Directors.

GENERAL RESPONSIBILITIES OF COMMITTEE AND TASK FORCE MEMBERS

Specific responsibilities vary with each committee, but general expectations are that members will:

Promote AAUW's programs and mission of equity for all women and girls. Be aware of and uphold AAUW policies and procedures.

Attend any scheduled meetings of the committee/task force, whether by conference call, online or in-person.

Participate actively in the continuing work of the committee/task force, maintain communication with the committee and its chair, respond in a timely manner to committee communications and complete assigned tasks.

Attend the annual **Leadership Meeting held in July** for all members of the Board of Directors, committees and task forces.

Serve as a consultant and resource to branches and members. Participate actively as a communication liaison between AAUW, AAUW California and branches. Attend Interbranch Council meetings when possible.

Participate in [AAUW California Branch Resource Connection](#) (formerly Leader on Loan) program as authorized.

Provide information to the AAUW Communications Team to keep the website and other media updated with current information.

REIMBURSEMENT POLICIES

- Committee and task force members are reimbursed for expenses incurred when attending required meetings.
- Each committee and task force has an administrative budget for printing, postage, telephone, supplies, etc. Members may be reimbursed for administrative expenses with prior approval of the chair.
- AAUW California committee members and task force chairs will be reimbursed for approved travel expenses when participating in the AAUW California Branch Resource Connection Program.
- The per diem amount and mileage reimbursement rate are set each April by the Board of Directors.



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AAUW CALIFORNIA COMMITTEE DESCRIPTIONS

For more specific committee information, refer to [State Policies and Procedures](#)

AAUW California Program Committee

Purpose: Assists branches with translating AAUW and AAUW California mission-based program priorities into their local programs. Communicates program ideas and information to branches. Plans workshops for conventions/annual meetings. Develops and implements mission-based programs at the state level for branch participation. Tracks mission-based program activities through branch newsletters. There are two sub-committees: Financial Literacy and International Advocacy which work independently of the main committee.

Member Duties: Read the branch newsletters and help choose which branches are presenting unique mission-based programs that other branches might like to emulate. Help with workshops at the state convention/annual meeting. Help provide committee updates to the Communication Committee for posting as appropriate. Other duties may be devised by the committee when it first meets in July.

Time commitment: Approximately 4 hours per week for most of the year. At convention/annual meeting time, the time commitment may increase

AAUW Fund Committee

Purpose: Provides guidance and support for branch fundraising activities. Plans AAUW Fund luncheons and other programs/events to educate members about the Fund. Encourages giving to the AAUW Fund. Schedules fellowship and grant recipients to speak at branch meetings and the Fund luncheons.

Member Duties: Work with chair and team to execute the purposes listed above. Help provide committee updates to the Communication Committee for posting as appropriate.

Time commitment: Varies, but may be 15 hours per week depending on the time of year

Leadership Development Committee

Purpose: Develops and administers an ongoing training program to educate current and future leaders at both the branch and state level. Provides training to the AAUW California Board of Directors, as requested by the president.

Member Duties: Help create and implement (or secure other presenters) for leadership training workshops for Leadership Days and Convention and possibly Interbranch Councils and branches. Assist with the planning



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and coordination of Leadership Training Days. Help provide committee updates to the Communication Committee for posting as appropriate.

Time commitment: Less than 2 hours per week

Public Policy Committee

Purpose: Formulates and administers AAUW California's public policy program under the guidance of the state board and within the scope of the national AAUW public policy program. Evaluates, takes positions and assigns priority status on legislative and ballot measures. Assists branches in implementing public policy and voter education programs.

Member Duties: Promote AAUW's mission as a member of the Public Policy Committee. Help set the state public policy priorities, goals and actions. Review state legislation and choose priority bills for the year. Interface with branches to provide information on public policy issues, advocacy and voter education. Meet with committee in-person two times a year and by email and phone for other meetings. Help provide committee updates to the Communication Committee for posting as appropriate.

Time commitment: 2-3 hours per month, except in March when the committee is more active doing bill research

Branch Support Committee

Purpose: Provides front line support and resources to aid branches in organizing and operating effectively to accomplish their missions.

Member Duties: Function as direct liaison with area branches and Inter Branch Councils (IBCs) to which assigned. Conduct "people work", including answering simple questions such as – "Where is XX on the CA website?," providing resources or assistance when branches need help with programs ideas or dealing with complex issues such as how to handle board disputes. Make in-person branch visits to meet leaders. Speak at meetings. Conduct follow- up questions if there's a sense of an unspoken problem. Encourage mission-based programming. Inform appropriate state leaders as issues arise. Help provide committee updates to the Communication Committee for posting as appropriate.

Essential skills include having good/timely communication techniques, using active listening, a familiarity with the AAUW California website and experience with basic facilitation skills.

Time commitment: Averages 6 -12 hours per month, depending on the number of branches the Liaison supports

Communications Committee



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Purpose: Develops and delivers AAUW California information to branches and members using a variety of media channels and technological tools. Manages the publication of the monthly Board to Board newsletter and the *California Perspective* publication. Seeks opportunities to market AAUW both internally and externally. Maintains the AAUW California website and social media sites. Assists other committees with communication needs.

Member Duties: Participate in monthly online meetings. Work with team to review and edit communications before distribution. Serve as a liaison with other state committees to understand their communication needs and help frame their messages. Help write stimulating and useful content for all AAUW publications and social media.

Possible roles include editors, social media pros, writers, webmasters, mailing list pros, co-chairs.

Time Commitment: 3-5 hours per week

Finance Committee

Purpose: Administers all critical financial matters essential to the operation of AAUW California. Prepares and monitors budgets. Reviews investment policies and makes appropriate recommendations to the Board of Directors.

Member Duties: Help determine how AAUW California spends members' dues and recommend if member dues should be raised, understand the insurance program, and understand, evaluate, and receive briefings on the AAUW California investment program.

Work on the committee's strategic plan goals which may require the member to work with branches and outside entities to complete. Help provide committee updates to the Communication Committee for posting as appropriate.

Time Commitment: 8 teleconferences which range from 30 minutes to an hour. Independent work from 1 to 12 hours per year

Governance Committee

Purpose: Oversees compliance issues for AAUW California and serves as consultants to the AAUW California branches on issues of governance and compliance (bylaws/policies and procedures with AAUW and AAUW California).

Member Duties: Apply knowledge of governance, including Robert's Rules of Order, Bylaws, Policies and Procedures, and regulations affecting non-profits, to assist in execution of the purposes above. Help provide committee updates to the Communication Committee for posting as appropriate.



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Time Commitment: 3 hours per month

Membership Committee

Purpose: Assists and educates branches with effective strategies for attracting and retaining members. Facilitates the establishment of new branches. Implements changes in branch status and advises on alternative governance models.

Member Duties: Work with chair and team to execute the purposes listed above. Help provide committee updates to the Communication Committee for posting as appropriate.

Time commitment: 1 hour per month

Project Oversight Committee (Formerly State Project Oversight Committee)

Purpose: Conducts annual procedural and financial review of all state projects and AAUW projects such as Tech Trek. Evaluates new state project proposals. Assists in the development and execution of new projects. Reviews and updates policies and procedures relating to each project. Conducts annual Tech Trek site reviews to ensure procedures are followed and legal requirements are met.

Member Duties: Work with chair and team to execute the purposes listed above. Help provide committee updates to the Communication Committee for posting as appropriate.

Time Commitment: Varies depending on annual goals

Nominations & Elections Committee

Purpose: Administers all aspects of the election of the members of the Board of Directors in accordance with bylaws and Policies and Procedures.

Member Duties: Help set up nomination procedures. Assist with identification of viable candidates. Communicate with potential candidates via text, email or phone. Help present candidate information and voting procedures in print and electronic communications. Participate in selection of the voting vendor. Assist with management of the election and announcement of the results. Attend state convention. Help provide committee updates to the Communication Committee for posting as appropriate.

Time Commitment: 10 hours per month